

Superior Court of California, County of Yolo

Access and Security Screening Protocol

- 1. Purpose.** In accordance with Penal Code Section 171, Judicial Council guidelines, and Administrative Office of the Court security recommendations and in the interest of safety for all employees and visitors to the Court, it is necessary to develop a comprehensive security protocol. The protocol was developed in consultation with the Yolo County Sheriff's Department ("Sheriff's Department") and represents a balance between the safety and security for Court visitors and employees, access to-and-from Court services and departments, and the business needs of the Court. Toward that end, the purpose of the Access and Security Screening Protocol is to establish reasonable rules for safety. This protocol may be changed as determined necessary by the Presiding Judge, Judicial Officers, and Court Executive Officer to better effectuate its purpose.
- 2. General Application.** This protocol applies to Court employees, all members of the public, jurors, attorneys, Yolo County ("County") employees, vendors, contractors, and delivery service staff. Necessary exceptions to this protocol are referenced below.
- 3. Electronic Security Identification System.** The Court has installed an Electronic Security Identification System. The benefits of the system are:

 - A picture identification smart badge for all classifications of users.
 - A visual identification for entrance and/or restriction.
 - Instantaneous notice to onsite Perimeter Security Officer(s) of badge holder entrance status or restrictions.
 - Activity log and tracking system which can identify date, time, badge holder information, the door accessed or denied access.
 - Ability to limit access of badge holders to specific dates and times.
 - Control of entry depending on classification and status.
 - Ability to lock down all entry doors in an emergency.
 - Future ability to track Court ID badge holders to the parking lot.
- 4. Court ID Badges**

 - Court ID badges are to be issued to Judicial Officers, Court employees (regular full time and part time, limited term, and extra help) and Perimeter Security Officers. Court ID badges may be issued to County Departments and others whose job responsibilities require on-going access to Court facilities.
 - Court ID badges are issued to identify a specific individual or department and shall never be shared with or loaned to another person or department.
 - The badge is placed in a plastic sleeve which can be worn on a lanyard or clipped to clothing. If the badge has the name of the person on it, the last name shall be minimized as a safety precaution. Employees are required to show their ID badge upon request of security personnel. For security purposes, Court keys shall not be kept on a lanyard or key ring with the badge.

- All employees are required to carry the badge on their person during regular business hours and display the badge at all times during a declared emergency or evacuation.

5. Entry Location and Access for Dignitaries and Visitors to the Court. Judicial Officers, Court Executive Officer (“CEO”), Assistant Court Executive Officer (“ACEO”), and Deputy Court Executive Officer (“DCEO”) may escort dignitaries and visitors to the Court through any security door and, when escorted, such dignitaries and visitors shall be exempt from weapons screening.

6. Requirement to Screen Mail, Boxes, Items, Deliveries, and Materials. All mail, boxes, items, delivery packages, and materials must be screened by the x-ray machine prior to being delivered to Court departments. If mail, boxes, items, delivery packages, and materials are too large to pass through the x-ray machine they shall be searched by a Perimeter Security Officer.

If a person possesses an item or material, which in the sole judgment of a Perimeter Security or Sheriff Court Security Officer poses a security risk, the person may not enter the Court facility with the item or materials.

7. Persons Not Consenting to Screening. Any person not consenting to screening shall be denied entry to the Court facility.

8. Requirement Not to Permit Individuals through Security Doors. Perimeter Security Officers shall not permit any Court employee, County employee, Sheriff’s Department employee, deputy, police agency employee, or any other person to enter through security doors without weapons screening except as described in this protocol or in the event of an emergency.

9. Applicable Court Facilities:

Main Courthouse	725 Court Street
Department 9	213 Third Street
Department 11	812 Court Street
Department 10, 12 & Traffic/Small Claims	275 First Street
Department 14 & 15	1100 Main Street
Department 16	238 W. Beamer Street
Human Resources/ Fiscal	601/603 Court Street

10. Public Entrances

All persons and items entering Court facilities must enter through designated public entrances and are subject to full weapons security screening, which includes individuals walking through a magnetometer and all hand-carried items passing through an x-ray scanner. In those locations that do not have an x-ray scanner, all hand carried items shall

be searched by a Perimeter Security Officer. Any person who for medical reasons cannot walk through a magnetometer can request to be hand wanded.

11. Entrance to Main Courthouse Public

- (a) Public Entrance.** The public entrance to the main Courthouse is on the second floor, south side of the building.
- (b) ADA Entrance.** The ADA entrance is located on the first floor, south side of the building. Any person with a disability or otherwise unable to climb stairs to the second floor main entrance may utilize this entrance and is subject to weapons screening, which includes walking through a magnetometer and having all hand carried items searched by a Perimeter Security Officer. Any person who for medical reasons cannot walk through a magnetometer can request to be hand wanded.
- (c) Employee Entrance.** The main Courthouse employee entrance is located on the first floor, south side of the building.

12. Access and Screening Policy for Judicial and Court Executive Officers

Judicial Officers, the CEO, ACEO, and DCEO shall be issued Court ID badges that allow 24/7 access to all Court facilities through any door and are exempt from weapons screening.

13. Access and Screening Policy for Court Employees

- (a)** All Court facilities have designated employee entrances which employees can access with a Court ID badge during regular business hours. Department 16 is the only exception which is accessible only by key. In order to gain access, employees shall scan the badge over the Court ID badge reader on the outside of the building.
- (b)** Employee entrance hours are defined as Monday through Friday 7:15 AM to 5:30 PM (excluding holidays).
- (c) Employee Status and Screening Requirements for the Main Courthouse:**
 - In the main Courthouse, the employee must scan their badge over the reader next to the magnetometer. Once the badge is scanned, a Perimeter Security Officer shall perform a visual and employee status check.

Status	Definition	Screening Requirements
Active	DOJ Background Check; Drug Testing; Finger Printing; Minimum One (1) Year Employment; No Pending Disciplinary Action or Probation	Not required/Random
Alert	Less than One (1) Year Employment; Disciplinary Action Pending	Weapons screening to include metal detector/x-ray/wanding
In-active	Lost badge; Terminated employment	Employee is held at security station. The CEO, ACEO (or their designee) shall be notified to determine a course of action.

- Employees assigned to the Main Courthouse should scan their badge at the card reader by the magnetometer when leaving for the day.

(d) Random Security Searches. All employees are subject to weapons screening at any time at the discretion of Perimeter Security personnel, Sheriff's Department Court Security Services personnel and/or the CEO, ACEO (or their designee).

(e) Entry Location and Access for Court Employees without Court ID Badge. Any employee without a badge in their possession must enter through the public entrance and be subject to weapons screening. However, if entry to the Main Courthouse is required prior to the opening of the public doors, the employee entrance may be used. Perimeter Security shall contact a supervisor to verify employee status and employee shall be subject to full security screening.

(f) Obtaining and Changing Badge

- Human Resources ("HR") shall issue badges to new employees.
- HR shall coordinate with the Division Supervisor, Information Services ("IS"), and CEO/ACEO (or their designee) for category and times to program on Court ID badge.
- HR shall issue a new badge when necessitated by a change in position.
- Staff leaving Court employment shall return their badge to HR, who shall deactivate the badge.
- HR shall monitor change in employee status (i.e. one year anniversary, disciplinary action, lost badge, change in division) and notify IS to make any necessary change to electronic identification.
- HR shall provide quarterly reports to the CEO/ACEO (or their designee) regarding status changes for employees.

(g) After Hours Access Requirements for Employees. Requests for after hours building access shall be made through the employee's Division Supervisor, who shall then get the CEO or ACEO approval. The CEO/ACEO (or their designee) shall notify IS to temporarily modify the approved access hours.

(h) After Hours Access for Court Managers. Because of job duties, the Chief Financial Officer, General Accounting Manager, HR Manager, IS Manager, and Supervising Attorney shall have after hours access. To ensure servers, telecommunications, and computer systems are maintained properly, designated IS staff to include three (3) Court Services Analysts shall have after hours access as approved by the CEO/ACEO.

(i) Lost Badges – Employees. Staff who lose or misplace their badge shall take the following actions:

- Immediately report the lost or misplaced badge to their Supervisor.
- Supervisor shall immediately notify HR of the lost badge.
- HR shall take action to deactivate the badge and issue a temporary badge as well as notify IS and the CEO/ACEO (or their designee).
- When the missing badge is located, promptly return the temporary badge to HR, who shall take the appropriate action.
- If the lost or misplaced badge is not located within three scheduled work days, contact HR to arrange for a permanent replacement badge.
- Staff who finds a lost badge shall immediately turn it in to a Supervisor or HR.

(j) Employee Designated Work Areas. Employee work areas and judicial chambers are designated for Court employees only. No member of the public shall be in an employee designated areas unless escorted by a Judicial Officer, CEO (or their designee), Court manager or supervisor.

(k) Observation of Courtroom proceedings. On duty Court employees not assigned or conducting Court business must obtain supervisor approval to observe Courtroom proceedings. If approved, Court employees must enter the Courtroom through the public entrance and wait in the public line into the Courtroom on a first-come first-serve basis.

14. Access and Screening Policy for Sheriff's Department, Highway Patrol, Local Police Departments, and Transportation Officers

(a) Entry Location and Access for On-Duty Uniformed Sheriff's Department Deputies, Highway Patrol Officers and Local Police Officers. All on-duty uniformed Sheriff's Department Deputies, Highway Patrol Officers, and local Police Officers may use public entrances to any Court facility and the first floor south side entrance to the main Courthouse. Officers identified above who show department-issued identification are exempt from weapons screening.

- (b) Entry Location and Access for On-Duty Non-Uniformed Sheriff's Department Deputies, Highway Patrol Officers and Local Police Officers.** All non-uniformed Sheriff's Department Deputies, Highway Patrol Officers and local Police Officers while on-duty and in the performance of their official duties may use public entrances to any Court facility and the first floor south side entrance to the main Courthouse. Officers identified above who show department-issued identification are exempt from weapons screening. Non-uniformed or plain-clothed officers with a weapon shall wear their identification badge in a visible location while in Court facilities and cover their weapon.
- (c) Entry Location and Access for Uniformed Sheriff's Department Court Security Services Supervisor and Uniformed Designated Sheriff's Department Court Security Services Deputies.** Four (4) Court ID badges with 24/7 access shall be issued as follows: one (1) to the Court Security Services Supervisor, one (1) to the Sergeant, and two (2) to Court Security Service Deputies. The Court Security Services Supervisor and designated deputies (as described above) may access all Court facilities through any door and are exempt from weapons screening.
- (d) Entry Location and Access for Transporting In-Custody Defendants by On-Duty Sheriff's Department Deputies, Probation Officers and State Parole Agents.** When transporting in-custody defendants into the main Courthouse Sheriff's Department Deputies, County Probation Officers, and State Parole Agents may use the east, west, north, or south doors during business hours and are exempt from weapons screening. Deputies, Probation Officers, and State Parole Agents must communicate with Perimeter Security Officers by radio to gain access through the east and west doors.
- (e) Entry Location and Access for On-Duty Sheriff's Department Bailiffs.** On-duty Sheriff's Department Bailiffs may enter the main Courthouse by using any public entrance, the east, west, north or south doors and are exempt from weapons screening. Bailiffs entering in the west door entrance shall communicate with Perimeter Security Officers by radio to gain access through the east and west doors.
- (f) Entry Location and Access for On-Duty Sheriff's Department Special Teams.** Five (5) Court ID badges shall be issued to designated Sheriff's Department Special Teams officers. While on-duty these officers may enter any Court facilities through any door and are exempt from weapons screening.
- (g) Entry Location and Access for Sheriff's Department Swat Team.** Designated Sheriff's Department Swat Team Officers shall be issued Court ID badges with 24/7 access to all Court facilities and while on duty may enter through any door and are exempt from weapons screening.
- (h) After Hours Access for Sheriff's Department Patrol.** One (1) Court ID badge shall be issued to a designated Sheriff's Department Patrol Officer. While on-duty, Patrol

Officers may enter any Court facility after business hours through any door.

- (i) **Observation of Courtroom Proceedings.** Unless assigned to Court Security detail, all Peace Officers who wish to observe Court proceedings shall wait in the public line and enter the Courtroom on a first-come first-serve basis.

15. Access and Screening Policy for Perimeter Security Officers

- (a) **Entry Location and Access Requirements for Perimeter Security Officers.** Perimeter Security Officers shall be issued Court ID badges and shall have access during working hours through Court employee entrances at all Court facilities. The Perimeter Security Supervisor, Assistant Supervisor and any other officer who has opening or closing duties shall have appropriate access. Perimeter Security Officers are exempt from weapons screening.
- (b) **Background Check and Disciplinary Reporting.** Contractor providing perimeter security shall provide the Executive Office with DOJ criminal background checks of all new employees and notify the Court of any disciplinary actions against any of its employees, as permitted by law.

16. Access and Screening Policy for Contract Janitorial Staff

- (a) **Entry Requirements.** During business hours, contract janitorial staff may enter through public entrances or the first floor, south side entrance of the main Courthouse and shall be subject to weapons screening.
- (b) **After Hours Access.** Court ID badges shall be issued to janitorial contractors with after hours access to all Court facilities. Contractor's employees shall wear employer ID badges which must be visible at all times. After business hours, access to the main Courthouse is through any door.
- (c) **Background Check and Disciplinary Reporting.** Contractor providing janitorial services shall provide the Executive Office with DOJ criminal background checks of all new employees and notify the Court of any disciplinary actions against any of its employees, as permitted by law.
- (d) **Other Requirements.** No door shall be propped or left open while performing job duties. Janitorial staff shall not permit any unauthorized person to enter the building after hours. Janitorial contractors are required to immediately report any suspicious activity to security personnel.

17. Access and Screening Policy for County Employees and Agents. County employees and agents, except as noted in this protocol, shall enter through public entrances during business hours and shall be subject to weapons screening.

(a) County Maintenance Personnel. If County maintenance personnel are carrying large boxes or large equipment necessary to accomplish their work they may enter the main Courthouse on the first floor, south side entrance, and shall be subject to weapons screening.

(b) After Hours Access to Main Courthouse for County Maintenance. For access to the main Courthouse to complete necessary maintenance, the Court shall issue three (3) Court ID badges with after hours access to the Manager/Supervisor of the following departments:

- One (1) badge to the County Building Maintenance,
- One (1) badge to County IS, and
- One (1) badge to County Telecommunication.

After hours access to the main Courthouse is through the first floor, south side entrance.

(c) Requirements for County Assignment of Court ID Badge for After Hours

Access. County Department manager/supervisor shall assign the Court ID badge with after hours access to an employee on an “as needed” basis. The assignment will be based on the type of work and expertise that is required.

- A log shall be kept with the following information:
 - Badge #
 - Date given
 - Time
 - Reason
 - Date returned
- A copy of the log shall be given to the Court Executive Office on the 5th of every month for the previous month’s assignment and use.
- The Court shall deactivate any badge if, in the Court’s discretion, it is not being used in accordance with this Protocol.

18. Vendors, Contractors, Attorneys, and Service Personnel

(a) Entry Location. Vendors, contractors, attorneys, and service personnel must use the public entrance to any Court facility and shall be subject to weapons screening where available.

(b) Entry Location and Screening When Carrying Large Items. If carrying large boxes or rolling carts, vendors, contractors, attorneys, and service personnel may use the first floor south side entrance to the main Courthouse. Both persons and items shall be subject to weapons screening.

(c) Items Not Qualifying for Alternative Location Entry. Briefcases, purses, backpacks, etc., do not qualify as large boxes and persons carrying such shall be directed to the second floor public entrance of the main Courthouse.

19. Court Facility Keys

The appropriate Court key shall be issued to each Court employee for access to designated areas. Court keys shall also be issued to designated County and Sheriff's Department personnel and others as determined by the CEO.

20. Lost Badges and Keys (non-Court employees)

Lost or stolen badges or keys shall be reported immediately to the Court Executive Office (530-406-6838).

The Court Executive Office shall notify IS to deactivate the badge. If the lost badge is not located within three scheduled work days, a replacement badge may be issued.

21. Intrusion Alarm System

The intrusion alarm system for the main Courthouse is electronically connected to the Security Identification System.

Buildings located at 601 Court Street, 275 First Street and 812 Court Street have intrusion alarms activated and deactivated by a code. CEO/ACEO (or their designee) may designate the HR Manager, appropriate supervisor, and designated contractor with the alarm code.

The HR Manager shall maintain a log of all staff and contractors who know the alarm codes.

The CEO/ACEO (or their designee) shall periodically recode alarms.

22. Weapons in Court Facilities

- (a) Compliance with Penal Code Section 171(b).** All persons are required to comply with California Penal Code Section 171 (b). No person shall bring or possess any weapon as defined in Penal Code Section 171(b) into a Court facility. Exceptions are:
- 1) Weapons possessed or in transport to be used as evidence in a Court of law with picture identification and appropriate proof. Weapons must have locks on them.
 - 2) Weapons possessed by individuals carrying out official duties who are uniformed or non-uniformed officers shall follow the policy as described in sections 15 (a) and (b) above.
 - 3) Judicial Officers, CEO and ACEO when authorized to carry a weapon are exempt from the prohibition of possessing a weapon in a Court facility.

- (b) Other Prohibited Items.** In addition to Penal Code 171(b) and in the interest of public safety, access to Court facilities shall be denied to any individual who possess any of the following items: firearms, chemical agents, pocket knife or blade of any

size, any kind of tool, scissors, knitting needles, nail files, razor blades, corkscrews, pepper spray/mace, handcuffs, stun guns, tasers, nunchakus, metal knuckles, billy clubs, explosives, ice picks, pointed metal combs, or anything else that in the reasonable determination of Security personnel could be used as a deadly weapon.

Security personnel may confiscate such items if the party is unable or unwilling to return items to a safe place such as a vehicle or home. Persons in possession of illegal contraband shall be detained.

(c) Requirement to Request Permission to Carry Weapon into Any Courtroom.

Peace officers who are not parties to any Court proceeding and who wish to bring weapons into any Courtroom shall identify themselves to the Courtroom bailiff and obtain permission from the bailiff to bring the weapon into the Courtroom.

(d) Requirement Not to Carry Weapon When Party to A Case. No person (including peace officers) shall carry a weapon into any Court facility when appearing in Court in which they are a party to the case.

23. Background Checks and Drug Screening

All Court employees, volunteers, interns, externs and independent contractors whose work allows them access to non-public areas of any Court facility are required to be fingerprinted and shall have passed a DOJ criminal background check. The Court may require a drug test to be administered at a certified medical lab or facility.